



# Human Resources Series

June 15-18, 2020



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# Training and Developing Your Team

June 17, 2020



YOU FOR YOUTH

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*Education Specialist*



**Yana List**

*Education Specialist*



YOU FOR YOUTH

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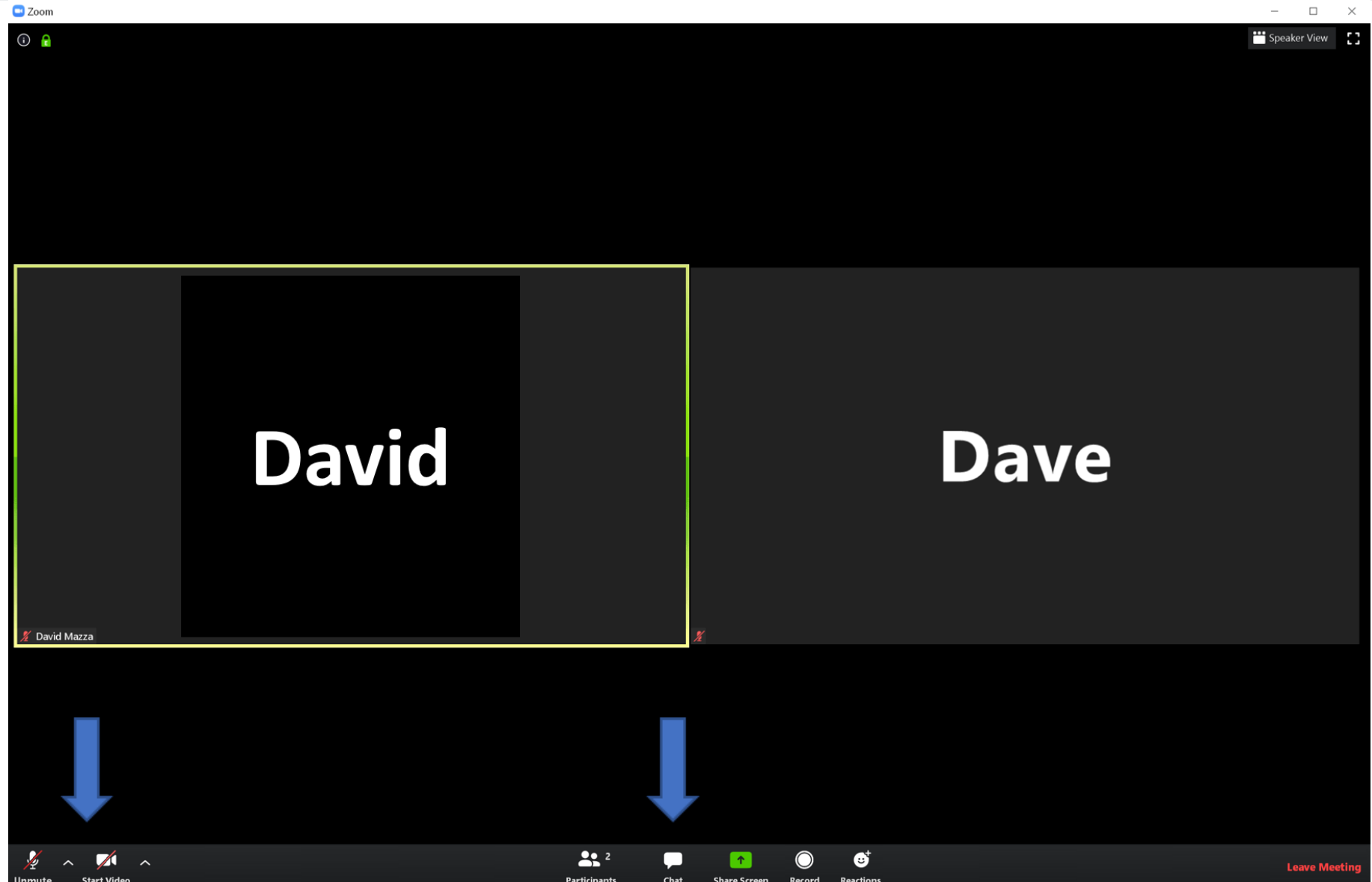


**Hershawna Turner**

*Education Specialist*



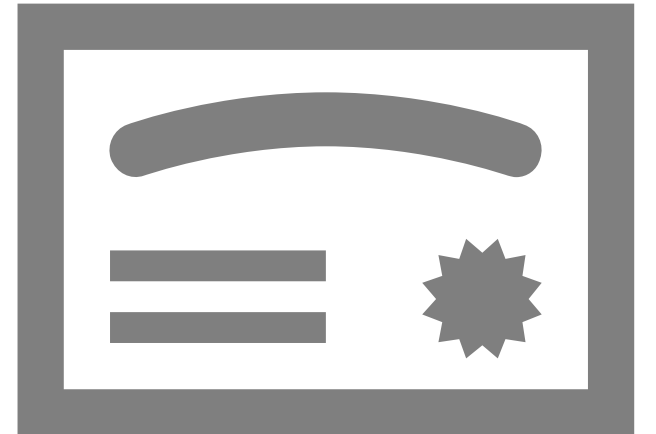
# Using Zoom





# Certificates

Will be provided for each day of the series and emailed to you within one week.





# The Series

Identifying Talent: Monday, June 15

Recruiting and Hiring: Tuesday, June 16

Training and Developing Your Team: Wednesday, June 17

Retaining Staff: Thursday, June 18

1 p.m. ET





# Today's Documents

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## Human Resources (Four-Part Series)

Topic Title	Views	Replies	Latest Post Info
 Documents and Links Author: David McConnell	10	1	Posted: 1 hour, 48 minutes ago Author: <a href="#">David McConnell</a>

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forum

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# Objectives

- Train and manage staff to enhance performance and achieve program success.
- Utilize Y4Y resources to develop an onboarding process and build a staff training calendar.





# New Hire Paperwork

W-4 Form

Form I-9  
(Employee  
Eligibility  
Verification)

Emergency  
Contact  
Information  
Form

Copies of  
Qualifications  
(Degrees/  
Transcripts  
and/or  
Certifications)



# Onboarding and Training

New Hire Onboarding

Plan Training





# Post New Hire

New staff  
member  
orientation

Training in  
specific  
program or  
administrative



# Onboarding Topics and Skills

- Introduction to 21<sup>st</sup> CCLC program
- Program vision and mission
- Organizational chart
- Program goals
- Employee policies and procedures



## Does your program have a dedicated staff handbook?

**YES**

**NO**



# Staff Handbook

- Program calendar
- Payroll
- Leave time and call in procedures
- Materials request procedures





**Do you include FERPA and  
Mandated Reporting  
requirements?**

**YES**

**NO**



**Do you include Safety and  
Emergency Procedures?**

**YES**

**NO**



# Staff Handbook



You for Youth | Managing Your 21<sup>st</sup> CCLC Program

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## Sample Policy and Procedures Guide

*This document is provided as a sample. The details, policies and information presented here illustrate common program information to help guide your planning and ensure that you include important topics. Nothing you see here is required. Please customize this document by developing and inserting policies and guidelines for your program, students and families.*

ABC School District  
21<sup>st</sup> Century Community Learning Centers  
Policies and Procedures



YOU FOR YOUTH



You for Youth | Managing Your 21<sup>st</sup> CCLC Program

## Sample Human Resources Packet

*This document is provided as a sample. The details, policies and information presented here illustrate common program information to help guide your planning and ensure that you include important topics. Nothing you see here is required. Please customize this document by developing and inserting policies and guidelines for your program, students and families.*

ABC School District  
21<sup>st</sup> Century Community Learning Centers Program



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Human Resources Packet



# Role-Specific Training

Intentional Activity Design

Project Management

De-escalation Techniques

Instructional Strategies

Budgeting

Emergency Responses





# Staff Professional Learning Plan



## Basic Concepts

- Program Policies
- How to Complete Timesheets



## Ensure Safety

- Staff
- Students



## Develop Skills

- Project-Based Learning
- Social and Emotional Learning



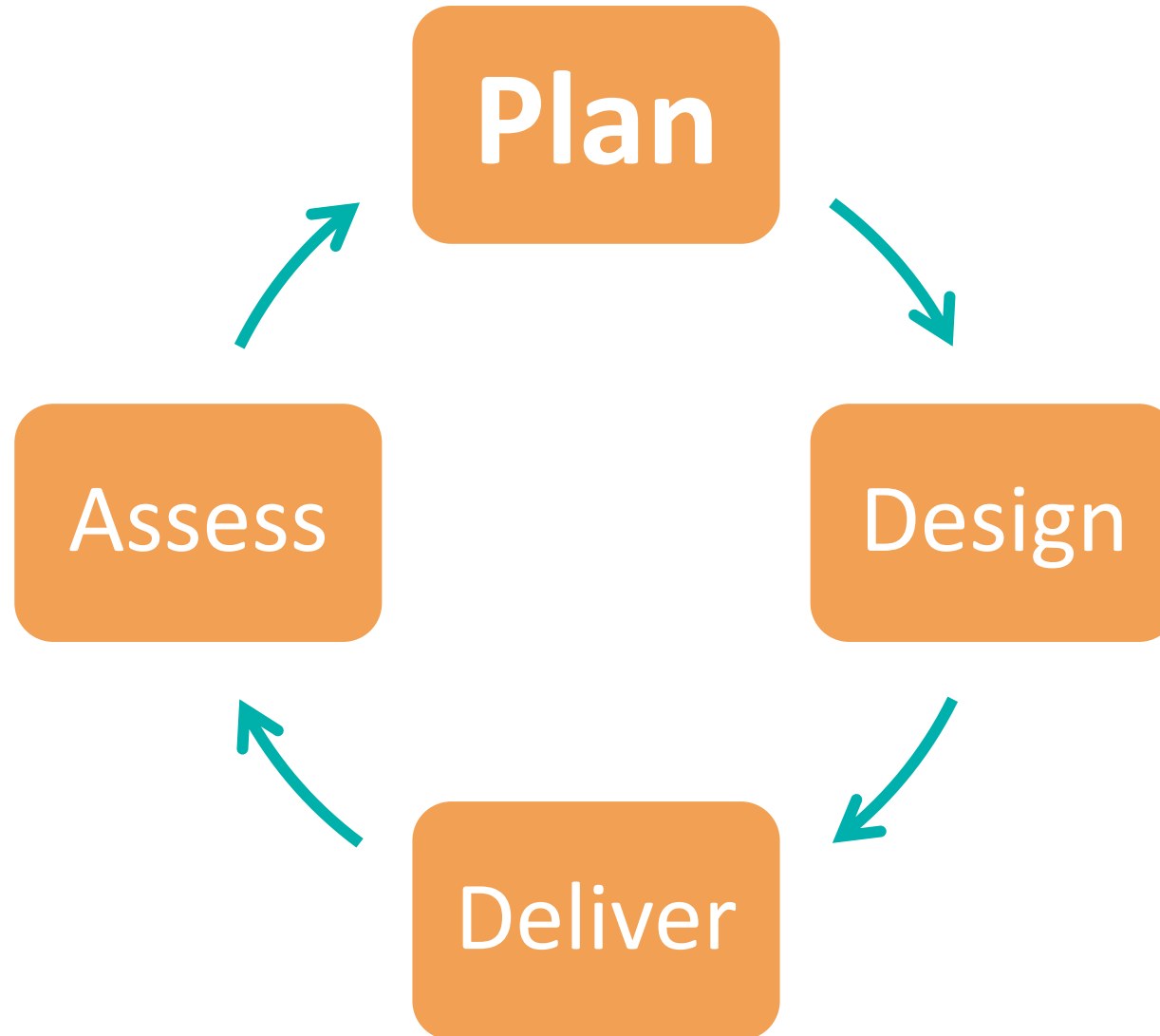
# Onboarding and Training

New Hire Onboarding

Plan Training



# Four Steps for Training Success





# Process for Conducting Effective Staff Training

## Plan



Identify Training Topics



Assess Training Needs



Identify Training  
Resources



# Resources for Planning

## Youth Work Core Competencies

### A Review of Existing Frameworks and Purposes

Developed for School's Out Washington  
by Betsy Starr, Nicole Yohalem and Ellen Gannett, Next Generation Youth Work Coalition  
October 2009





# Resources for Planning



## Definition:

Youth work professionals are individuals who work with or on behalf of youth to facilitate their personal, social and educational development to enable them to gain voice, influence and place in society as they make the transition from dependence to independence. Three assumptions help define the workforce:

- Youth work professionals are employed primarily in non-compulsory educational and developmental settings;
- Youth work professionals work with young people primarily between ages 6 and 18; and
- Youth work professionals, like social workers or nurses, can be employed by a variety of systems and settings.

The complete list of core competencies and indicators is available at [www.nyc.gov/dycd](http://www.nyc.gov/dycd)

*These competencies are designed to be used as a tool to guide the professional development of the youth work professional, NOT as a barrier for entry into the field.*





# Resources for Planning



You for Youth | Human Resources

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## Planning Checklist

Select the job-specific knowledge and skills you believe your staff need. Use the selected topics and skills to create your professional learning plan.

- |  |  |
|--|--|
| <input type="checkbox"/> Program management                                  | <input type="checkbox"/> Building a strong organizational culture                |
| <input type="checkbox"/> Leadership and staff management                     | <input type="checkbox"/> Family engagement                                       |
| <input type="checkbox"/> Staff recruitment and retention                     | <input type="checkbox"/> Literacy  |
| <input type="checkbox"/> Partnership development                             | <input type="checkbox"/> Citizen science   |
| <input type="checkbox"/> Working with school-day leaders                     | <input type="checkbox"/> College and career readiness                            |
| <input type="checkbox"/> Goal development                                    | <input type="checkbox"/> Science, technology, engineering and mathematics (STEM) |
| <input type="checkbox"/> Project-based learning                              | <input type="checkbox"/> Financial literacy                                      |
| <input type="checkbox"/> Summer learning                                     | <input type="checkbox"/> Social and emotional learning                           |
| <input type="checkbox"/> Continuous education (aligning with the school day) |  |

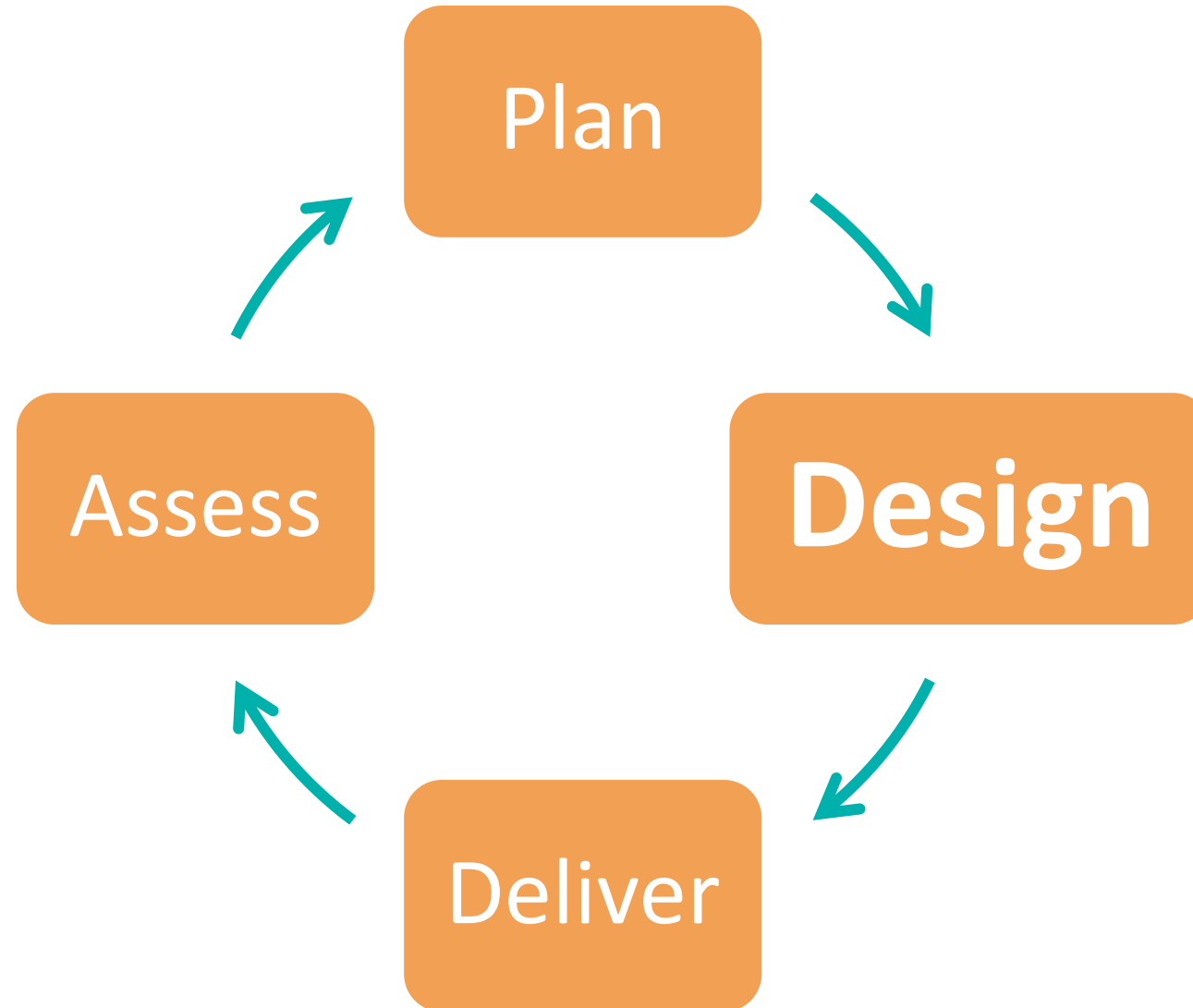


- New staff member orientation
- Training in specific program or administrative role areas





# Four Steps for Training Success





# Design

Training  
Delivery  
Modes

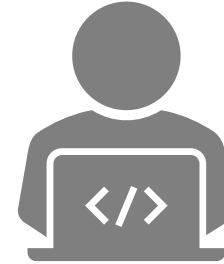
Designing the  
Training



# Training Mode



In Person



Webinars



Self-Paced  
E-Learning



Job Aids



# Training Level



Basic



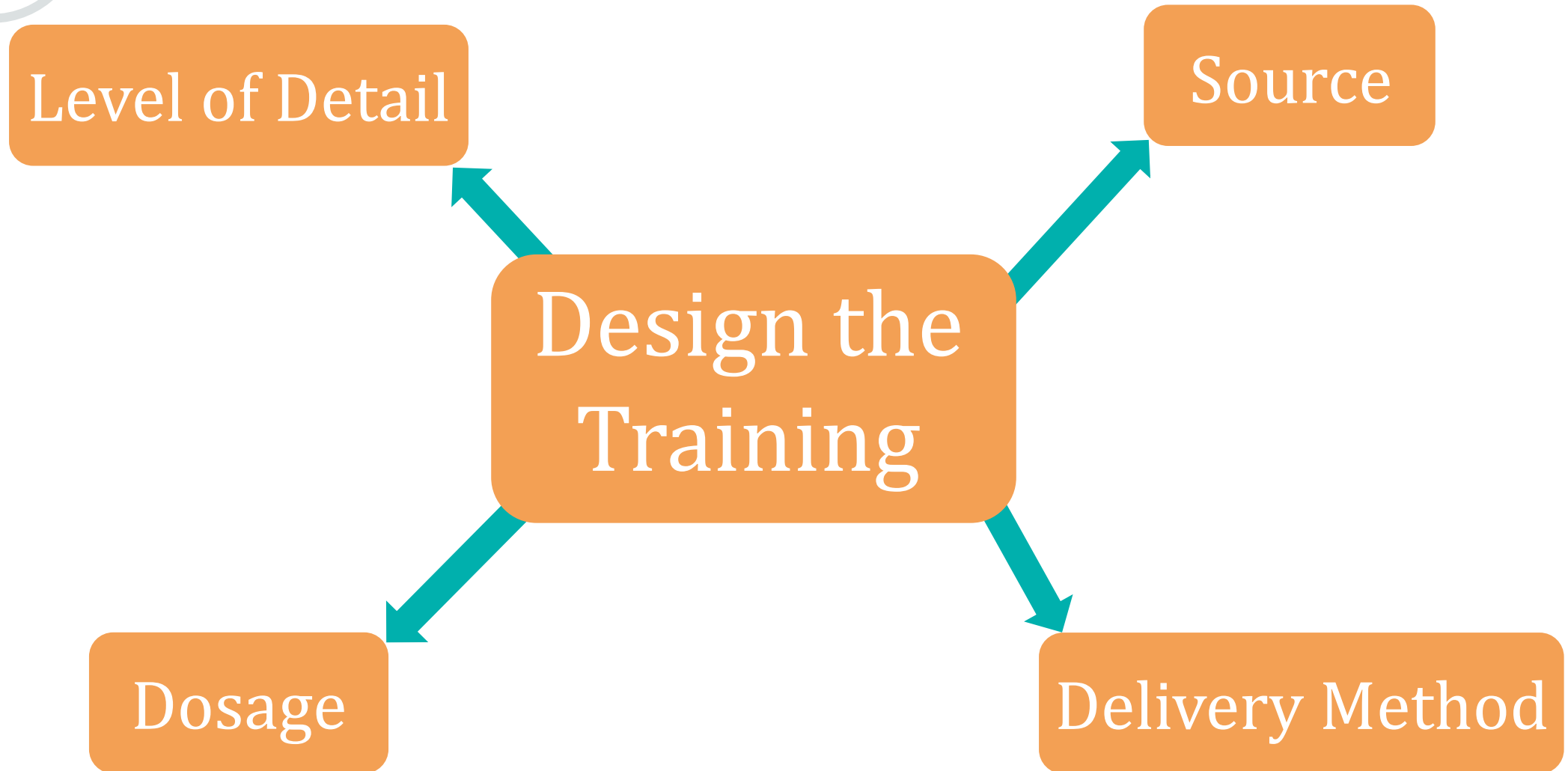
Advanced



Leadership



# Training Design





# Logistics

**Budget**

**Space**

**Technology**

**Materials**

**Refreshments**



# Training Scenario



- A mix of new school-day teachers and graduate students join your team.
- The site implements Project-Based Learning as its main instructional methodology.
- No new staff have previous experience with PBL.

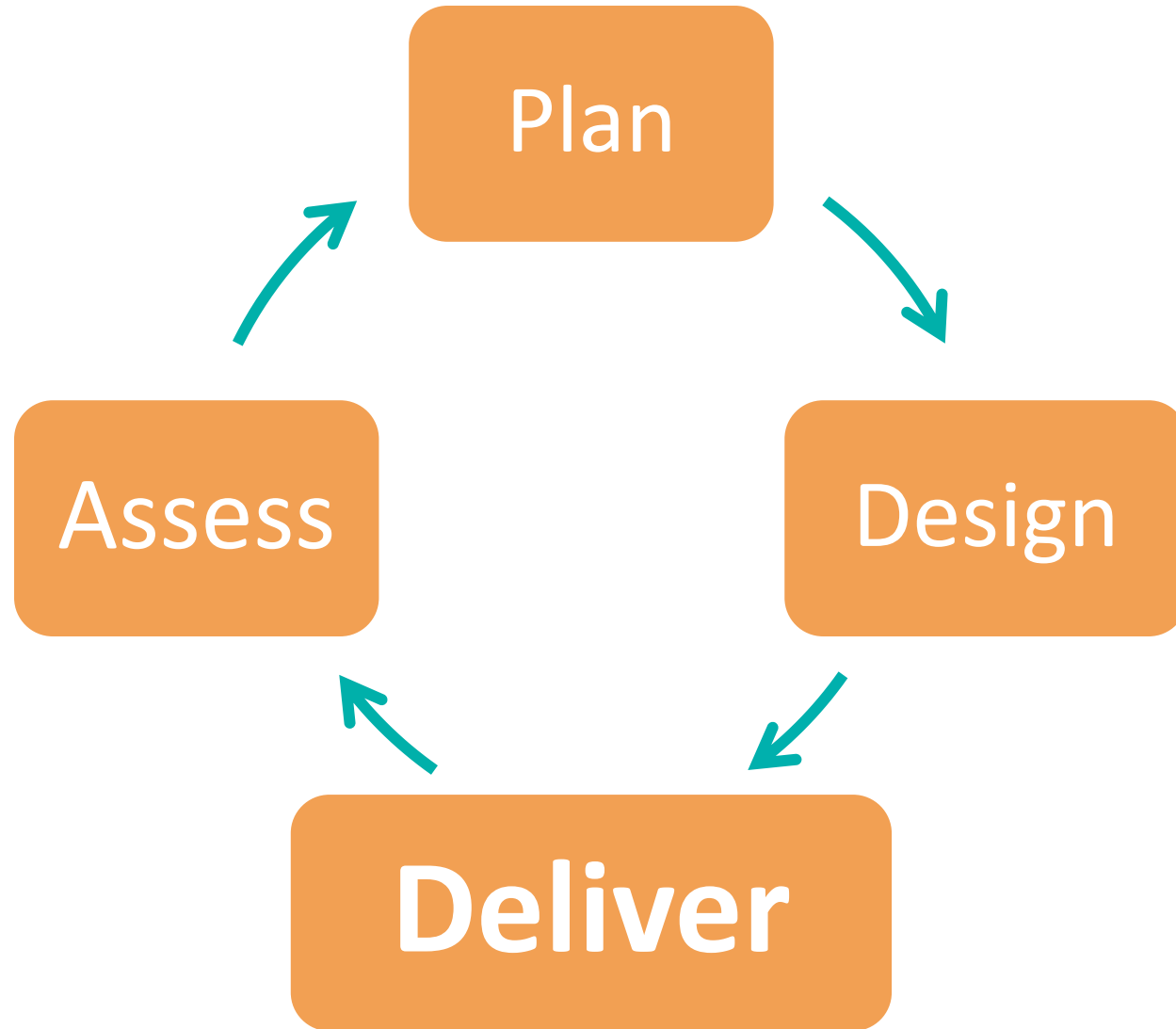
# Training Scenario



- Mid-year data indicates staff lack knowledge around social-emotional learning.
- Need staff to develop an understanding and apply to program routines and activities.



# Four Steps for Training Success





# Team-Building





# Virtual Team-Building

- Hidden Meaning Background
- Deserted Island
- Building a Storyline
- Simulated problems

**How has learning virtually over the past few months better prepared you to train your staff?**



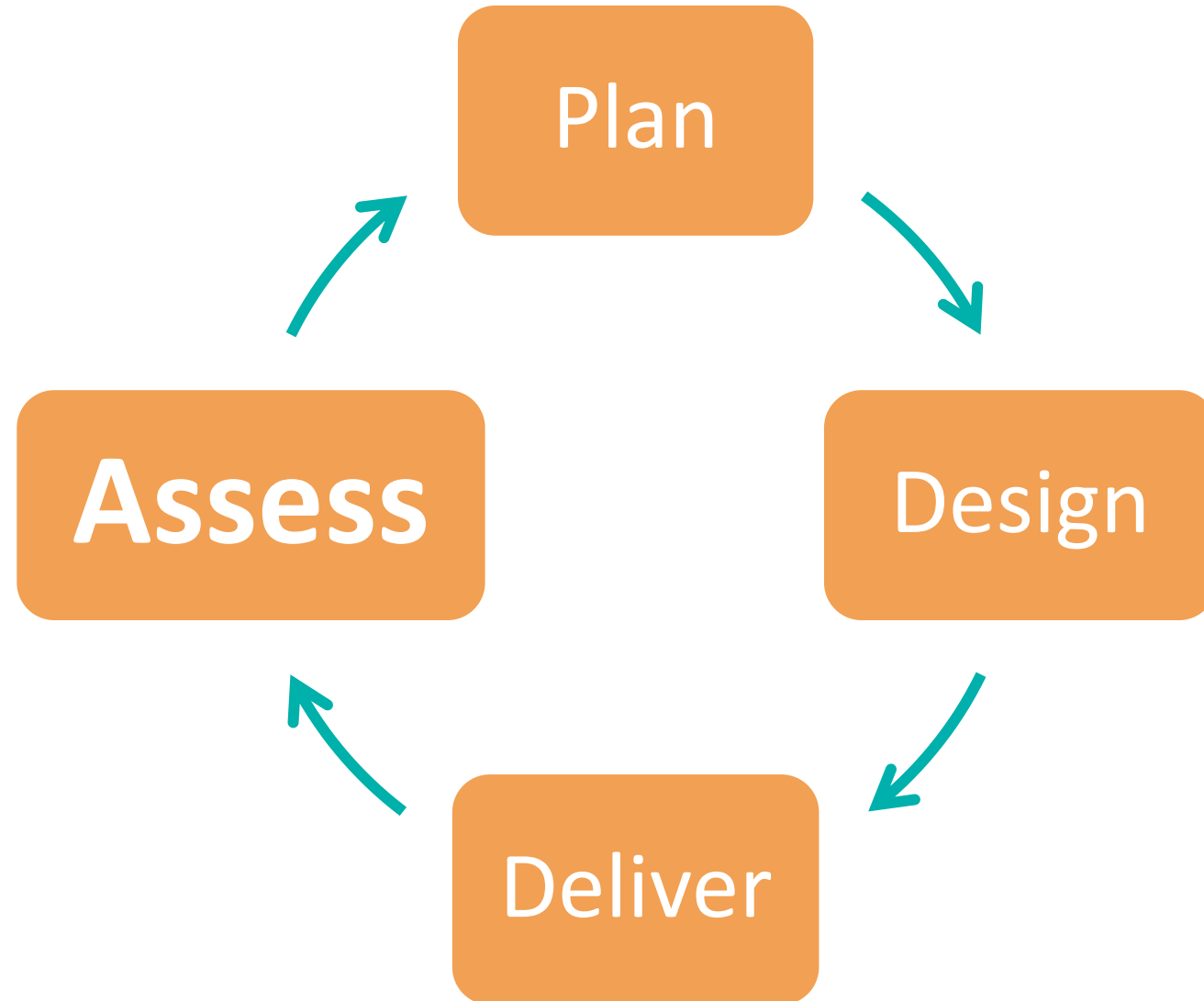
# Special Guest



**Jan Goldstein**



# Four Steps for Training Success







# Assessing Training Events



PARTICIPANT  
FEEDBACK SURVEY



OBSERVATION  
CHECKLISTS



# Leveraging Partners

- Agree on activity design, content and expectations with program partners
- Outline expectations in a Memorandum of Understanding (MOU)



# Special Guest



**Kate DeValerio**

**Director of Human Resources**



# Tools & Resources



You for Youth | **Human Resources**

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## Planning Checklist

### Key Strategy 7: Plan and Conduct Effective Staff Training

New staff members need orientation and support to help them understand your program's goals, policies and procedures, and organizational culture. They might also need training specific to their position or role in your program. But don't stop with onboarding! All staff can benefit from professional learning, no matter how long they've been around.

Select the onboarding topics and skills you believe your staff need. Use the selected topics and skills to create your professional learning plan.

#### Program Overview

- ☐ Organizational chart and introduction to 21<sup>st</sup> CCLC program, parent organization, partners and the school or district
- ☐ Program mission and vision
- ☐ Program and activity goals
- ☐ Climate and culture

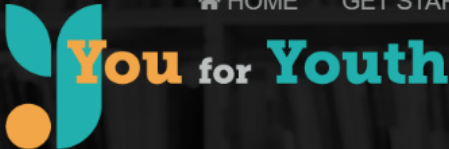
#### Program Policies and Procedures

- ☐ Staff handbook review (program policies and procedures)
- ☐ Timecard completion and payroll schedule
- ☐ Family Educational Rights and Privacy Act (FERPA)
- ☐ Data collection and reporting
- ☐ Child abuse intervention reporting requirements
- ☐ Safety planning and emergency procedures
- ☐ CPR/first aid




YOU FOR YOUTH

<https://y4y.ed.gov/>




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Online Professional Learning and  
Technical Assistance for  
21st Century Community Learning Centers


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## Human Resources

### Implementation Strategies →




Whether you are developing or improving your human resources plan, the nine strategies outlined in this section will provide you with the depth and breadth to build a strong staff, prepare them for their roles, and retain them as the cornerstone to your healthy 21<sup>st</sup> CCLC program.

### Coaching My Staff →



Use these training tips and tools to orient site coordinators and other mid-level professionals to the basics of human resources, with particular focus on the importance of effective communication in 21<sup>st</sup> CCLC program development and administration.

### Tools →



Find ready-to-use, customizable tools that can help you optimize and streamline your human resources efforts in building and retaining quality staff.

### My Notebook

#### HUMAN RESOURCES

Save Notes

[View my notes from other topics](#)

### Glossary

#### HUMAN RESOURCES



# Questions





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# Contact

Visit [y4y.ed.gov](https://y4y.ed.gov)

[y4ywebinars@seiservices.com](mailto:y4ywebinars@seiservices.com)